

**CITY OF ATLANTA
ADVERTISEMENT FOR PROPOSAL**

Please be advised that sealed Proposals for **FC-6013, Comprehensive Office Equipment Assessment** will be accepted by the Department of Procurement ("DOP"), Suite 1790, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303-0307, on **Wednesday, July 11, 2012**. All proposals submitted must be sealed, and time stamped in no later than 1:59 p.m. on the stated date.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.****

SCOPE OF WORK: The City of Atlanta (the "City") is soliciting proposals from Proponents (hereinafter referred to as "Proponents") to provide office equipment assessment and service. The Proponent must provide office equipment assessment and service in an efficient, consistent and cost effective manner. This will be achieved by incorporating the optimum mix of copiers, printers, scanners, faxes and MFD's (Multi Functional Devices) across all City organizations. Equally important are creative solutions that include the following: An entity-wide strategy for centralizing office equipment acquisition, non-intrusive (electronic) inventory and usage data collection, electronic data capture at the machine/department level to support billing, on-line billing and payment capability, strategy for reducing prints, equipment requirements based on an assessment of usage, the elimination of excess printers (along with any City electronic data contained therein) and developing a more cost effective model for toner usage, electronic controls that minimize non-economic activity (excess color copies etc.), service/maintenance, supplies, technical expertise and reporting (cost/benefit analysis, device usage by department, supply usage etc.). The successful bidder(s) will be responsible for providing all material, equipment and labor for the required Scope of Services.

A **Pre-proposal Conference** will be held on **Thursday, June 21, 2012, at 10:00 a.m.**, at 55 Trinity Avenue, Suite 1900, City Hall South, and Atlanta, Georgia 30303. The purpose of the Pre-proposal Conference is to provide the proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the Department of Finance, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, and the Office of Risk Management to address any bonding/insurance requirements. Proponents are strongly urged to attend the Pre-proposal Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$50.00** as of **Thursday, June 14, 2012**, between the hours of 8:15 a.m. - 5:00 p.m., in the DOP's Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

June 14, 2012

This Request for Proposals is being made available by electronic means. If accepted by such means, the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the Proposal. In the event of conflict between a version of the Request for Proposals in the Proponent's possession and the version maintained by DOP, the version maintained by the DOP shall govern.

You are required to email your business name, contact person, address, phone number, fax number and the project number to Ms. Kimberly Lyons, Contracting Officer at klyons@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

If you have any questions regarding this project, please contact Ms. Kimberly Lyons, Contracting Officer, at (404) 865-8521, or by e-mail at klyons@atlantaga.gov. Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holders list, should be directed to the Plan Room at (404) 330-6069.

The City reserves the absolute right to reject any and all Proposals and to waive any technicalities.